



Insurance

GAN Assurances IARD

Member of GROUPAMA Group, incorporated in France
Rm 1101-3, 11/F., CITIC Tower, 1 Tim Mei Ave, Central, Hong Kong
Tel : (852) 2530 0288
Fax : (852) 2877 4281
Web site : www.groupama.com.hk



Sun Flower Insurance Brokers Limited

Room 1108, Hing Yip Commercial Centre
282 Des Voeux Road Central, Hong Kong
Tel: (852) 2521-1881 Fax: (852) 2521-1919
Web: www.sunflowervip.com www.sunflowermpf.com

HOUSEHOLD EMPLOYEE POLICY ADVICES FOR CLAIM PROCEDURE

- 1) For Out-patient, Surgical and Hospitalization Medical Expenses claims (Sickness only)
Please write down the policy number and the employer's name on the back of the receipts and send them together with relevant supporting documents, if any to our office (address as above).
- 2) For Accidental Medical Expenses claims
Please send receipts and complete the claim form (available on request) to our office (address as above).
- 3) All Claims would only be valid and paid if the receipts are received by our office **within 30 days** counting from the date on those receipts.

家傭綜合保險 賠償程序之注意事項

- 1) 門診、住院和手術費之索償 (疾病醫療費用)
請在醫生或醫院發出之收據背面寫上保單號碼和僱主之名字，連同有關文件一併寄回本公司(地址如上)。
- 2) 意外醫療費用之索償
請填妥申請賠償書 (請向本公司索取)，並和收據一併寄回本公司(地址如上)。
- 3) 所有索償請在醫生或醫院之收據日期起計 **三十天內** 寄回本公司，逾時該索償將不獲得賠償。